

Central Production Unit Food Safety & Quality Management System

Personal Hygiene

Purpose

The operational requirements and uniform requirements to support effective personal hygiene must be communicated to, and provided to colleagues and visitors, supported by the provision of adequate welfare facilities to ensure food safety and hygiene requirements are always met.

Scope

This procedure covers the personal requirements around colleague and visitor personal hygiene, medical screening, and protective clothing requirements for Central Production Units.

Responsibilities

It's the responsibility of the Units leadership team to ensure that all personnel receive the correct training and follow the personal hygiene, medical screening and personal protective clothing requirements as defined in this document.

Specific responsibilities

Department	Responsibility
Adherence to personal hygiene controls across the unit	It is everyone's responsibility to ensure the correct personal hygiene procedure are being followed at all times
Laundry	The Unit Manager is responsible for managing laundry requirements in consultation with colleagues
Pre-employment health screening	The Departmental / Unit Manager
Completion of illness reporting	The colleague and the Departmental Manager
Completion of return to work	The departmental manager
Supply of plasters	Trained First Aiders or Appointed Person (s)
Plaster checks	Trained First Aiders or Appointed Person (s)
Completion of the plaster log	Trained First Aiders or Appointed Person (s)
Visitor and contractor sign in	The site representative hosting the visitor (s) to Unit

Product and production area controls

This procedure details the Unit personal hygiene rules which apply to all product areas.

General unit requirements

Smoking / Vaping is only allowed in designated areas and not in locker rooms, changing facilities or product areas. This includes e-cigarettes.

Eating food and drinking

Eating and drinking is only allowed in designated welfare areas. No food or drinks, including sweets, chewing gum or tobacco are to be taken into food storage or production areas or stored in locker rooms. Such items must be stored in designated unit storage areas.

General handwashing requirements

Hands must be washed:

- Prior to entering food production, storage and preparation areas
- After going to the toilet
- After eating or smoking
- After blowing your nose or sneezing
- After handling shoes

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- After handling waste (including dropped product or contaminated material)
- After handling dirty cleaning equipment
- Following breaks
- After touching face or hair
- Following cleaning activities
- After handling raw products, prior to handling any other products
- Between different production runs
- After wearing gloves

Handwashing must take at least 20 seconds:

- Wet hands with warm water
- Apply designate approved hand soap
- Rub the hands so that all the parts of the hands are cleaned; including palms, backs of hands, between fingers, backs of fingers, thumbs and fingertips
- Rinse hands to remove soap
- Dry hands thoroughly, as careful drying is a vital step in preventing the contamination of food products

Personal items

Personal belongings, including smoking equipment and personal devices such as mobile phones, must not be taken into product areas. Only company issued items (such as locker keys) and company issued devices are permitted.

Only plain spectacles are permitted. Spectacles must not contain any decoctive detail that may cause a risk to the product i.e., diamanté stones. If spectacles become broken, damaged, or lost whilst on site, this must be reported to a supervisor or manager immediately. Contact lenses must also be reported, if lost while at work.

Personal care

Fingernails must be kept short and clean, with no false nails.

Workwear and uniform

Colleagues should be issued with workwear commensurate with their specific role, and the work activities associated with their role. Once issued it is the responsibility of the colleague to look after these items and ensure they are cleaned, looked after and correctly worn whilst on shift.

Jewellery

Jewellery on exposed parts of the body, must not be worn, (i.e. below the elbow, above the neck) except for:

- A plain wedding band
- A wedding wristband
- Medical Information Tag

Any jewellery linked to a religious position, will be assessed on an individual basis through risk assessment to ensure any risk is to product is effectively managed.

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Nail varnish, nail art or false nails are not permitted. Perfume or aftershave must not be worn to such an extent that it could taint food products or packaging.

Personal protective clothing (PPC)

Issued PPC must be worn by all personnel (colleagues and visitors) when entering open product areas. Prior to entering production areas, Unit specific requirement must be followed, for example;

1. Put on a hairnet. The hairnet must cover the ears, to make sure it covers all the hair
2. Remove outdoor shoes and place on the dedicated area
3. For facial hair, a beard snood must be put on
4. Hands must be washed
5. A clean overall must be put on
6. On entering open product area, hands must be sanitised or washed again

Personal Protective Equipment

Once in the open product area, disposable PPE should be supplied, and colour coded in line with the task being completed, and in line with the unit specific tasks and requirements.

Exiting open product areas

On leaving the open product area for a break, to go to the canteen, to go outside, or to go to the toilet overalls must be removed and hung up so that they don't become contaminated. Different colour overalls must not be mixed when hung, to prevent cross-contamination between them. Hairnets can be removed but must be disposed of. A hairnet must not be taken off and then put on again.

On leaving the open product area at the end of the shift, overalls must be put in the laundry, or taken home to launder. Hairnets must be removed and disposed of, and work shoes / footwear removed and put away on the area provided. Colleagues must look after their PPC. If it becomes dirty or degraded, colleagues are responsible for requesting a replacement from their line manager.

Management of laundry (food and food contact only)

Laundering of protective clothing will be determined by Unit, but should be managed using an approved contracted launderer, approved as a Compass Group UK&I supplier.

Design of PPC

Overalls will be designed for their particular use. Overalls should be visually distinctive for their purpose and will be separate for open product and closed product areas respectively.

1. Overalls will be company issue and should be designed so that they don't have external pockets above the waist or sewn-on buttons
2. Any gloves must be food grade and be of a visually distinct colour from the product. Gloves must be company issue and checked regularly so that they don't pose a risk of contamination
3. Footwear must be designed so that it can be kept clean
4. Where disposable protective clothing is provided, it must be fit for purpose and be replaced when it becomes degraded, so that it doesn't become a potential source of contamination.
5. Sufficient quantities of PPC must be available for all colleagues, to include shift and daily changing

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Pre-employment

Prior to colleagues or visitors starting work they must be assessed to ensure that they're fit to work in the designated role. This assessment will be completed in consultation with HR People. This must be reviewed by a suitably competent person, who can take the appropriate action subject to the responses provided.

Illness

All personnel must notify a supervisor before starting work, if they're suffering from any of the following symptoms, infections or diseases:

- Diarrhoea or a recurring bowel disorder
- Vomiting or nausea
- Stomach pain
- Fever
- Skin infections on, or discharge from, any part of the body that isn't covered by the wearer's personal clothing
- Jaundice
- Typhoid or Paratyphoid fever
- A known carrier of any type of Salmonella

Colleague must also notify a supervisor before starting work, if they know they've been in contact with anyone over the previous 21 days, who has Typhoid or Paratyphoid fever.

Managing colleagues with illness

If colleagues highlight to a supervisor or manager that they have any of the above while at work, the supervisor or manager must establish if the colleagues:

1. Needs to be sent home, should they pose a risk to the product or other team members
2. If the colleagues can stay at work, as their role will not pose a risk to the product or other colleagues
3. If the colleague can stay at work, as they can be temporarily placed in a position where they will not pose a risk to the product (they must not work in an open product area) or other team members

Return to work

Where colleagues have been off work due to holiday or sickness, they must complete a return-to-work assessment with a supervisor or manager prior to commencing work, to ensure that they are not ill, or have been ill, or exposed to individuals that have been ill.

Open wounds

All open wounds on exposed parts of the body, must be covered, including:

- Cuts and grazes
- Tattoos for two weeks post-inking
- Piercings for two weeks after piercing

Open wounds must be covered using a plaster that a different colour to the product so that they are visually distinctive (preferably blue), waterproof and food grade. Where appropriate, in addition to the plaster, a glove or finger stall should be provided and worn.

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Plasters

Plasters must be metal detectable and contain a metal detectable strip, where metal detectors or X-ray equipment is in place. Where metal detection or X-ray equipment is used:

- A sample from each batch of plasters shall be successfully tested through the equipment
- A sample must be retained

To minimise the potential for plasters to contaminate product, the plaster shall be site issued, logged and monitored.

Personal medication

Wherever possible, medicines shouldn't be taken into product areas. However, where colleagues have a medical requirement to keep personal medicines with them, they must discuss this with their supervisor or manager. Prior to taking medication into food product areas. This medical need will then be reviewed with the colleague, and if use is approved, the terms of use will be agreed on a case-by-case basis. This approval should be recorded in the colleague's personal file.

External personnel

All external personnel, including visitors and contractors must sign in. The sign-in process must include:

- The Unit hygiene requirements
- Contamination control procedures, such as glass, allergen policies
- Personal hygiene requirements
- Protective clothing requirements

Where visitors and contractors are unable to comply with Unit requirements, other controls (for example, limiting where they may enter and what they may and may not touch, and the obligatory use of gloves) must be implemented to minimise the risk of contamination. This must be recorded. All visitors and contractors must be supervised at all times unless they have completed a site specific induction and Unit manager permissions have been granted.

Health surveillance

Visitors and contractors must be made aware of the types of symptoms, infection, disease or condition which would prevent them visiting product areas. A health questionnaire must be completed prior to entering the Unit, to confirm that they are not suffering from any symptoms or have been in contact with anyone with identified diseases that may put product safety at risk. The results of the questionnaire must be verified by competent personnel, prior to entry.

Unit security

Visitors and contractors must keep their visitor ID visible at all times, so that Unit colleagues know that the visitor has been granted access and do not need to be challenged.

Induction

Where visitors or contractors are not going to be supervised at all times whilst on site, they must receive induction training prior to entering the Unit, to include:

- The Units hygiene rules

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- Contamination control procedures, such as glass and allergen policies
- Personal hygiene requirements
- Protective clothing requirements
- Right product, right pack awareness
- Allergen awareness

Document Control

Document name:	Personnel hygiene
Document reference:	CPU.FS.POL.005.01
Date of 1 st Issue:	19 August 2024
Author:	Food Safety
Version number:	1

Revision record		
Issued date of revision	Version	Details of revision